

## **DISTRICT FIRE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the major duties of which include directing the activities of personnel and the use of equipment by the fire fighting companies in a district on an assigned shift. Work involves primary responsibility for inspections to insure good care and maintenance of all fire department buildings and equipment and the responsibility for direction and discipline of fire fighters, fire equipment operators, and fire captains. Employees of this class respond to emergency calls in their assigned district and take command of operations until relieved by a superior officer. Work is physically demanding and often hazardous in nature. Work also involves responsibilities for planning, organizing, and participating in the fire department in-service training program. Work is reviewed by an assistant fire chief through observation of the effectiveness of work performed, including inspection of quarters, equipment, and records of assigned stations and review of the proficiency of the assigned members of the department. This class ranks immediately below that of Assistant Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Conducts inspections of the assigned division and observes operations. Evaluates the effectiveness of the division and takes appropriate action to correct or improve problem areas. Collects information for pre-fire planning.

Supervises assigned department personnel. Provides for on-the-job training of personnel. Inspects appearance of assigned personnel, oversees and evaluates work performance of these subordinates, provides assistance to subordinates in technical areas of work, and reviews reports written by subordinates. Resolves employee complaints and grievances. Counsels employees who are experiencing work problems. Writes employee evaluation reports. Maintains discipline by conducting corrective interviews and by recommending and administering disciplinary action.

Supervises the general care and maintenance within an assigned district of fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, communications equipment, and any other specialized equipment or property owned or operated by

the fire department in the assigned district.

Supervises emergency scene operations in the assigned district until relieved by a superior officer. Performs size-up of the emergency and directs operations including rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems and water supplies, salvage and overhaul, and first aid, CPR, and emergency medical services. Takes part in the fire attack. Takes charge of all safety procedures. Participates in handling emergencies involving hazardous materials.

Secures the fire scene to prevent removal or damage of evidence of suspected arson. Investigates the causes, origins, and circumstances of fire in the assigned district. Assists arson investigation personnel and testifies in court when required.

Completes any forms and records assigned, including LFIRS reports. Compiles and organizes data and writes any required reports.

Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about operation of the fire department or any related areas of emergency services.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must possess a valid driver's license.

Must be a regular and permanent employee in good standing in the class of Fire Captain.

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